

WILKES-BARRE/SCRANTON INTERNATIONAL AIRPORT  
BOARD MEETING  
MARCH 24, 2022

A regular meeting of the Wilkes-Barre/Scranton International Airport Joint Board of Control was held Thursday, March 24, 2022 in person in the Barry J. Centini Conference Room. The meeting was called to order at 10:30 A.M. with Commissioner Chris Chermak presiding.

**PRESENT:** Commissioner Jerry Notarianni  
Commissioner Chris Chermak  
Councilwoman Lee Ann McDermott  
Interim County Manager Romilda Crocamo

**ALSO, PRESENT:** Carl R. Beardsley, Jr., Executive Director  
Gary Borthwick, Assistant Airport Director  
Stephen Mykulyn, Director of Engineering  
Attorney Don Frederickson, Lackawanna County Solicitor  
Attorney Michael Butera, Luzerne County Solicitor  
Walter Griffith, Luzerne County Controller  
Germaine Helcoski, Lackawanna County Deputy Controller

**VIA PHONE:** Councilman Timothy McGinley

**ABSENT:** Commissioner Debi Domenick  
Reggie Mariani, Lackawanna County Chief Internal Auditor

**ITEM 1**

**APPROVAL OF THE MINUTES FROM February 24, 2022 BOARD MEETING:**  
*(Chris Chermak, Chair)*

**MOTION:** To accept and approve the minutes of the February 24, 2022 Bi-County Airport Board Meeting minutes.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous

**ITEM 2**

**PUBLIC COMMENTS:**  
*(Chris Chermak, Chair)*

**COMMENT:** Luzerne County Controller Walter Griffith asked a question regarding the Accounts Receivable Financial Report: Is there procedures on how the (administration) collects receivables and is there a policy if you owe money, you can't use the facility until arrears are paid? He noted there was a substantial amount of receivables (\$270,000), some very late and asked if they (administration) can address that when we get through the meeting.

**ITEM 3**

**AIRPORT FINANCIAL REPORT:**  
*(Gary Borthwick - Assistant Airport Director)*

(1) **Revenue - Expense Report .**

As noted on the attached profit/loss statements, for the month of February 2022 Airport Operations had a net loss totaling **\$211,858** compared to a net loss of **\$344,638** in February 2021 which is a difference of **\$132,780**. Year to date had a net loss of **\$451,201** compared to a net loss of **\$715,564** in 2021, which is a difference of **\$264,363**.



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**FINANCIAL REPORT - Cont'd...**

**MOTION:** To approve the transactions and payments.  
**MOVED BY:** Commissioner Jerry Notarianni  
**SECONDED:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous

**ITEM 4**

**AGREEMENTS:**

***(Carl R. Beardsley, Jr., Executive Director)***

The majority of commercial service airports in the United States offer an incentive program designed to attract new airlines to offer new service from these airports. Normally, this type of incentive program includes a combination of landing fee waivers, rent, common use, terminal fee waivers and marketing for up to two years. These elements combine to help offset the financial risk the airlines encounter when offering new service and help mitigate losses during the start-up phase of service at an airport.

Additional passenger traffic at the airport translates to higher local employment and economic impact.

The Airport is requesting approval from the Airport Board to implement an air service incentive program for entice new airline service.

**COMMENT:** Mr. Chermak added there is possible grant money to offset these costs. Mr. Beardsley affirmed there is a grant called the Small Community Service Development Grant which we would use, if awarded, to entice airlines with the possibility of providing service here at AVP. Mr. Notarianni also commented that this program is done industry wide.

**MOTION:** To approve the airline incentive program.  
**MOVED BY:** Interim County Manager Romilda Crocamo  
**SECONDED:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous

**ITEM 5**

**PERSONNEL:**

***(Carl R. Beardsley, Jr., Executive Director)***

**A. ARFF Supervisor**

Todd Kuna is currently a Lead Fireman in the at the Wilkes-Barre/Scranton International Airport. His role includes leading the Rescue Team's responses to to airport emergencies and medical incidents, and serving as lead incident command.

In an effort to strengthen our Rescue, Fire Fighting and Emergency Response functions, which by federal regulations are increasingly more complex, we propose to expand Todd's role by promoting him to ARFF (Aircraft Rescue and Fire Fighting) Supervisor. We propose to promote Todd as the Supervisor of the Airport's Fire Fighting, Emergency and Rescue services, as well as continue and actually, amplify his current lead roles under the FAA's Emergency Plan and the Airport's Certification Manual. He will be paid on a salary (no longer hourly) basis and will, as required, exit

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**PERSONNEL - Cont'd...**

the bargaining unit (Union). His annual salary will be adjusted from \$43,305.00 annually to \$46,305.00.

We request that the Airport Board approve Todd's promotion and corresponding salary adjustment.

**MOTION:** To approve the promotion and salary adjustment.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous

**B. Lead Mechanic**

Mike Sobolewski has been with the Wilkes-Barre/Scranton International Airport for 34 years, is classified as a Mechanic, a significant role that includes repairing all airport fleet vehicles (approx. 27 active vehicles in service at any time). During his time here Mike's work record has been excellent if not outstanding. He is recognized by Management as well as his peers as the lead person in our Maintenance Garage, and is our go-to person when we have critical issues with our fleet, ranging from random truck or auto issues to snow removal equipment that breaks down while on duty in emergency conditions. If there is any chance for in-house repair for these vehicles, thereby saving the Airport a great deal of money, Mike is our guy.

We think it is appropriate to finally recognize him for his unofficial role as our lead mechanic by officially changing his title to Lead Mechanic, and in turn, adjusting his wages by the same \$1.75/hr that is applicable to the Acting Supervisor rate. As the Lead Mechanic, he will continue to be in the bargaining unit (Union).

We ask that the Airport Board approve Mike's proposed title change and corresponding wage adjustment.

**MOTION:** To approve the promotion and salary adjustment.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous

**ITEM 6**

**ENGINEERING REPORT:**

*(Stephen Mykulyn, P.E., Director of Engineering)*

**A. Change Order No. 1 (Final) - Taxiway D (East) Rehabilitation (ACP 17-14)**

Recommend the Airport Board Approve Change Order #1 (Final) decreasing our Contract with New Enterprise Stone & Lime Company, Inc., \$269,315.29 from \$2,773,752.34 to \$2,504,437.05, subject to FAA, PennDOT-BOA and solicitor's concurrence.

This change order adjusts the final quantities on the project to the as-built quantities from the field.

We request that the Board approve this final closeout change order.

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**ENGINEERING REPORT – Cont’d...**

**MOTION:** To accept approve the Change Order.  
**MOVED BY:** Interim County Manager Romilda Crocamo  
**SECONDED:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**B. Construction Change Directive No.1 – Taxiway B Extension – Localizer Site Preparation, ATCT Access Road (ACP 18-03)**

Recommend the Airport Board approve Construction Change Directive No. 1, increasing our contract with JBS Dirt, Inc., \$72,320.00 from \$4,600,765.00 to \$4,673,085.00, subject to FAA and solicitor’s concurrence.

**Item #1.** This directive adds a pay item to the contract for Undercut Excavation and Disposal. The addition is for the removal and disposal of unsuitable soils found during the stripping of the existing ground for construction of Alt#1 embankment. The existing soils contained organics, logs, woody debris, and unstable soils. The Geotechnical Engineer found these to be an unsuitable foundation for construction of the embankment and directed removal.

**Item#2.** This directive adds a pay item to the contract for soils stripped in the area of borrow pit #2 that were found to contain asphalt and organics and was unsuitable for use as fill. The material was disposed of onsite at a designated disposal location.

We ask the Board to authorize the approval of this Construction Change Directive.

**MOTION:** To ratify the bid solicitation as presented.  
**MOVED BY:** Commissioner Jerry Notarianni  
**SECONDED:** Commissioner Chris Chermak  
**VOTE:** Unanimous.

**C. Bid Award: ACP 18-03 Taxiway B Extension Phase VI – Taxiway B Extension - Site Preparation**

Bids for Construction of the “Taxiway B Extension Phase VI – Taxiway B Extension – Site Preparation” Project were opened on Thursday, March 17, 2022 at 2:00 P.M. in the Airport Board Room by Administration and Luzerne County Controller, Walter Griffith Jr. A total of five bid packages were received and opened. After review and tabulation of the bids, the Design Consultant for the project, McFarland Johnson, Inc., provided a recommendation as to award. MJ recommended award of the Contract (Base Bid Alternate 3) in the amount of \$6,998,000.00 to the low bidder, Leeward Construction, Inc., Honesdale, PA (see attached recommendation). Bid tabulation is provided below.

<b><u>Bidder</u></b>	<b><u>Base Bid Alt 1</u></b>	<b><u>Base Bid Alt 2</u></b>	<b><u>Base Bid Alt 3</u></b>
Leeward Construction	\$ 4,192,742.00	\$5,439,342.00	<b>\$6,998,000.00</b>
James T. O’Hara	\$ 4,970,800.00	\$ 6,247,600.00	<b>\$7,490,800.00</b>
JBS Dirt Inc.	\$ 5,329,932.00	\$ 6,974,832.00	<b>\$8,632,432.00</b>
Linde Corporation	\$ 7,483,683.50	\$ 9,610,645.50	<b>\$11,703,580.50</b>
Mary Excavation, LLC	\$ 7,882,743.00	\$ 10,611,820.00	<b>\$13,872,031.00</b>

Recommend the Airport Board award the Construction Project to Leeward Construction, Inc., and authorize Airport Staff to prepare a contract for approval at a

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future board meeting, pending FAA, PennDOT – Bureau of Aviation and Solicitor’s concurrence. This project is eligible for funding 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections.

**MOTION:** To award the project as recommended.  
**MOVED BY:** Interim County Manager Romilda Crocamo  
**SECONDED:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

**D. Contract: ACP 18-03 Taxiway B Extension Phase VI – Taxiway B Extension - Site Preparation**

Recommend the Airport Board approve Supplement No. 3 to The Agreement for Engineering Services between The Wilkes-Barre/Scranton International Airport and McFarland Johnson, Inc., Binghamton, NY, for Construction Observation and Administration Services for the “Taxiway B Extension Phase VI – Taxiway B Extension Site Preparation” project, subject to FAA, PennDOT – Bureau of Aviation and solicitor’s concurrence. This project is being funded 90% FAA, 5% PA DOT-BOA with 5% local share covered by our PFC collections. Total contract cost \$764,617.00. This amount is supported by an Independent Fee Estimate.

**MOTION:** To award the supplement as presented.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED:** Interim County Manager Romilda Crocamo  
**VOTE:** Unanimous

**E. Authorization to Make Grant Application**

**ACP 18-03 Taxiway B Extension Phase VI – Taxiway B Extension – Site Preparation**

Recommend the Airport Board authorize Airport Staff to make applications for grant funding for the “Taxiway B Extension Phase VI – Taxiway B Extension Site Preparation” Project, Construction and Construction Observation and Administration Services Contracts as well as associated Administrative Costs. In addition, funding with also be sought for the FAA Reimbursable Agreement associated with construction on the project. Grant funding will be sought as follows: 90 % FAA, 5% PennDOT – Bureau of Aviation, and 5% PFC.

**MOTION:** To award the authorization as presented.  
**MOVED BY:** Councilwoman Lee Ann McDermott  
**SECONDED:** Commissioner Jerry Notarianni  
**VOTE:** Unanimous

**F. Authorization for Solicitation of Request for Qualifications (RFQ)**

Request the Airport Board authorize the Wilkes-Barre/Scranton International Airport’s solicitation for responses to a Request for Qualifications (RFQ) for “COVID Mitigation Terminal Improvements” project, Design, Bid Phase and Construction Services.

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**ENGINEERING REPORT - Cont'd...**

**MOTION:** To award the authorization as presented.  
**MOVED BY:** Interim County Manager Romilda Crocamo  
**SECONDED:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous

**G. Projects:**

**ACP 17-14**

Taxiway D (East) Rehabilitation  
Design Services - C&S Engineering  
Contractor - New Enterprise Sand and Limestone  
Construction Monitoring - C&S Engineering

Final Close-Out Change Order was presented for approval at today's meeting. We continue to work to progress close-out of contract and grant.

**ACP 18-03**

Taxiway B Extension (Runway 4 Approach End)  
Design Services - McFarland-Johnson, Inc.  
ATCT Access Road & Localizer Site Prep Contractor - JBS Dirt, Inc.

On the Localizer Critical Area Site Preparation and ATCT Access Road construction - Production blasting for the rock fill material for both the ATCT access road and the Localizer Critical Area is now complete with fill in the Localizer Critical Area, nearly complete as well. All permits are in hand for the wetland mitigation and the stream crossing. The Contractor has requested a suspension of the work for a three-week period as we wait for more suitable ground conditions in the access road corridor and for the delivery of the concrete box culvert for the stream crossing.

Bids were opened for the Taxiway B Site Preparation construction project on March 17<sup>th</sup> and award of bid and approval of the Construction Monitoring Agreement were sought at today's meeting. Grant application to the FAA for the project will be made in next two weeks.

**ACP 18-04**

Rehabilitate Access Road (Terminal Drive)  
Design Services - KBA Engineering, p.c.

We have established bidding dates for the two project rebids and will be opening bids in May on the Roadway portion and June on the Signage portion.

**ACP 20-02**

Bag Belt Rehabilitation  
Design Services - C&S Engineers  
Construction - Symbrant Aviation Services

We are working with the consultant and the contractor on establishing contract timelines and schedules for the project.

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**ENGINEERING REPORT – Cont’d...**

**ACP 20-04**

GA Hangar (Emergency Medical Response Facility)  
Design Services - Borton-Lawson

The contract for design has been circulated for signatures. We are working on scheduling a design meeting with the consultant and project stakeholders.

**ACP 21-03**

Overfill Protection and Pump Replacement, Aviation Fuel Farm  
Design Services - C&S Engineers

We have received and are in the process of reviewing the next phase of draft construction documents. We expect to have bidding documents ready in late Spring.

**COMMENTS:**

Assistant Director Gary Borthwick responded to Controller Griffiths question during Public Comment: We (Finance/ Administration) pursue all overdue invoices either through traditional means, i.e., sending out past due/late notices, phone calls and emails. If they do not respond they get suspension notices. We have had several customers in Hangars that are were in arrears, and taken their planes out of the hangars and placed them in the field. We are reluctant to write things off as bad debt, but in Donald Trump’s case, we may have to as we have reached out to the RNC and his campaign to no avail. Many of the items you’ll see in the 30-day column, are paid as this report is as of 2/28/22, especially as it relates to the Airlines.

**ITEM 7**

**DIRECTOR’S REPORT:**

*(Carl R. Beardsley, Jr., Executive Director)*

Mr. Beardsley reported a **67.3% increase** of **enplanements** when comparing February 2022 to February 2021. **Seat availability** also **increased by 36.2%**: mainly due to the new American Mainline jets now servicing AVP. **Load factors** for the month of February 2022, is **up 17.8%** to an incredible **92.5%**. These numbers tell the Airlines, the community is supporting the service, and makes for a good discussion to increase service here at AVP. **General Aviation** also saw an increase of **9.2%** in February 2022.

**ITEM 8**

**OTHER MATTERS:**

*(Carl R. Beardsley, Jr., Executive Director)*

**A. Sunflower Program**

Mr. Beardsley asked Executive Assistant Eve Hennigan to report to the Board about a new program at AVP to assist people with disabilities: The Hidden Disabilities Sunflower Program.

Ms. Hennigan explained how this program helps to show AVP’s commitment to working with people in the community that have disabilities. Since most disabilities are “invisible” the Sunflower Lanyard Program enables someone with a disability to choose to be discreetly visible so that support, assistance or just a little more time and



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**OTHER MATTERS - Cont'd...**

kindness can be given. The AVP staff will be trained in the next few weeks and the program will be fully operational in April.

**B. ARFF Fire-Fighter Vehicle**

Mr. Beardsley showed pictures of the newest ARFF Fire-Fighter vehicle delivered recently to AVP. Board Members were invited to inspect the vehicle in-person after the meeting is adjourned.

**C. St. Patrick's Day Parades**

Mr. Beardsley reported AVP Airport Staff and Tenants recently participated in St. Patrick's Day Parades in Pittston, Scranton and Wilkes-Barre. It was a great opportunity to engage with the community.

**D. Greater Scranton Chamber of Commerce Presentation**

Mr. Beardsley reported he recently made a presentation at a recent Scranton Chamber of Commerce meeting to local business leaders with regard to present and future visions at AVP.

**ITEM 9**

**ADJOURNMENT:**

*(Chris Chermak, Chair)*

**MOTION:** It is recommended to adjourn the meeting.  
**MOVED BY:** Interim County Manager Romilda Crocamo  
**SECONDED:** Councilwoman Lee Ann McDermott  
**VOTE:** Unanimous.

The meeting was adjourned at 11:16 A.M.